

**California Creativity
Anti-Harassment
Procedures
Version 1.0
Effective: 9/7/2019**

Overview/Procedures Description

California Creativity Association, DBA California Destination Imagination (CalDI), administers the Destination Imagination (DI) Program in California. The Procedures given here support the Anti-Harassment Policy and provide details on how to carry out what is in the Policy.

Areas of Responsibility

The five Procedures detailed here will be performed by one or more roles defined and described in the Anti-Harassment Policy.

Procedures and details

I. Recognize Harassment (Procedure)

1. At a CalDI event, such as a Tournament, training, IC Play Days, etc., staff should be aware of the different types of harassment and look for any evidence of harassment occurring. The following may be examples of harassment:
 - verbal berating that is abusive, threatening, and/or persistent
 - physical contact that is abusive or threatening
 - causing an injury to a person intentionally
 - intimidation or domination over another person
 - taking or damaging another person's or team's possessions
 - actively impeding another person's movements or access to public facilities
 - inappropriate approaches with sexual intent.

2. During the DI year and team meetings, Team Managers (TMs) in particular may notice or become aware of signs that could be the result of bullying. Understanding that victims often are afraid to talk about being bullied, things to look for may include:
 - unexplained physical injuries of DI participants
 - a DI participant's or team's property damage
 - frequent headaches, stomach aches, illnesses or pretending to be sick
 - changes in eating habits, difficulty sleeping or nightmares
 - not wanting to go to school or DI meetings
 - loss of friends
 - self-destructive behavior

- reluctance or reticence to talk about online activities, in particular those that may be inappropriate or causing distress.

II. Immediate Harassment Incident Response Procedure

Response to Harassment will be different for Team Managers and CalDI Staff. The specifics of the response will be affected by the situation and the environment in which the incident occurred.

Team Managers who suspect bullying or harassment should contact the parents of the DI participant involved and explain his/her concern.

CalDI Staff responding to observed, suspected or reported harassment at a DI Tournament or event, will follow these steps:

1. Stop the unacceptable behavior on the spot.
Do not assume the two parties can work it out themselves.
2. Call 911 immediately if:
 - a weapon is involved,
 - there are threats of serious physical injury,
 - there are threats of hate-motivated violence,
 - there is sexual abuse, or
 - anyone is accused of an illegal act.
3. Separate the parties involved.
4. Make sure everyone is safe; meet any immediate medical or mental health needs.
5. Stay calm; reassure the children involved, as well as any bystanders.
6. State respectfully the behaviors seen and/or heard.
7. Tell everyone present that harassment and/or bullying are completely unacceptable.
8. Involve other adults if needed.
9. Do not take sides. Listen without blaming.
10. Do not require anyone to apologize or make amends during the heat of the moment. Allow time for everyone to cool off.
11. Notify the Regional Director or the Executive Director immediately. If not available, notify other Tournament Staff.
12. Get the story from several sources, both adults and youth.
13. Do not make remarks or “label” any acts or people prematurely.
14. If applicable, notify the parents of children involved. Address their concerns and inform them of the next steps.
15. Increase supervision to ensure bullying or harassment is not repeated and does not escalate. Let the parties involved know they will be watched. Explain that there may be consequences if the behavior continues, including up to not being allowed to continue in the CalDI program.

III. Report an incident involving observed or suspected harassment (procedure)

Any CalDI Tournament Staff will report observed or suspected harassment immediately. A report may originate with any person observing an incident involving actual or possible harassment. The Staff member receiving word of an incident now takes on the responsibility of reporting it as described here. The report should be done using the “Harassment Incident Report Form” with the following:

- time and location of the witnessed incidents
- names or descriptions of the persons involved; contact information if available
- description of the behaviors and details of the incidents
- describe injuries, damage, nature of possible harassment involved
- reporter’s name and contact information
- how incident was observed or report of incident was received
- steps taken to respond initially, if any

If the report involves actions at a regional level function, deliver the report immediately to the Regional Director, with a copy to the Executive Director. If the Regional Director cannot immediately be reached, provide the report to the Executive Director. For an Affiliate event, the Executive Director should be contacted with a report.

IV. Investigate a report or complaint of harassment

During the investigation, the Regional and/or Executive Directors will:

1. continue, as in the immediate response, to keep parties separate
2. determine whether additional sources of information regarding the suspected harassment incident or parties involved should be obtained
3. assemble the available information
4. finish the investigation without “labeling” any acts prematurely
5. treat the investigation as confidential as possible
6. consequences may include, as appropriate:
 1. barring participation in a particular CalDI event
 2. barring any further participation in the CalDI Program
 3. notifying the appropriate law enforcement agency
7. Destination Imagination, Inc., will be notified when the circumstances are warranted according to its policy

V. Training on harassment

1. Regional Directors will be informed of the Anti-Harassment Policy and Procedures and trained at the annual RD meeting.
2. ACMs will be informed and trained at the ACM annual planning meeting.
3. RCMs will be informed and trained at the annual RCM training in December.

4. Appraisers and other Regional Tournament Staff will be trained at the annual regional Appraiser trainings.
5. All CalDI Staff and Appraisers will be trained specifically in their reporting responsibility and the Procedure to be followed if confronted with observed or suspected harassment.
6. A copy of the Procedures should be kept by all Directors and by all RCMs and ACMs at all Challenge venues at each CalDI Tournament.

Team Managers will be provided information regarding their portion of the Anti-Harassment Policy and Procedures when they register at MyCalDI.org. This should include information listed above in the Recognize Harassment (Procedure), section I, and Immediate Harassment Incident Response Procedure, section II.

In addition, Team Managers have an additional opportunity and responsibility in ensuring child safety while on the Internet. During CalDI events, including team meetings, Team Managers will make a good-faith effort to monitor team members while using computers. Team Managers can encourage parents to be aware of and/or monitor their child’s use of computers for DI research.

This information for Team Managers and parents will also be included in Regional Team Manager trainings.

References

1. [*Anti-Harassment Policy*](#) (see also references in that document)
2. [*Harassment Incident Report Form*](#)

Contact for procedure interpretation, help, and problem resolution

Executive Director.

Revision History

Version	Date	Changes
1.0	9/7/2019	Initial release - Approved by California Creativity Board

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References

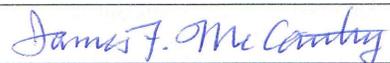
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CERTIFICATE	
This is to certify that the foregoing is a true and correct copy of the "Anti-Harassment Procedures", version 1.0, of the Corporation named in the title thereto and that such Procedures along with the accompanying Policy and Form were duly adopted by the Board of Directors of said Corporation on 9/7/2019.	
	9/7/2019
James F. McCarthy, Secretary	